New York City School Library System
***FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems)
2011-2016

SECTION 1 - GENERAL INFORMATION

July 1, 2011 - June 30, 2016

1.1	Name of System	New York City School Library System
1.2	Street Address	333 Seventh Avenue, room 801
1.3	City	New York
1.4	Zip Code	10001
1.5	Four Digit Zip Code Extension (enter N/A if unknown)	5004
1.6	Telephone Number (enter 10 digits only)	(212) 356-8572
1.7	Fax Number (enter 10 digits only)	(212) 356-7562
1.8	Name of System Director	Richard Hasenyager
1.9	E-Mail Address of the System Director	wikirick@gmail.com
1.10	System Home Page URL	http://schools.nyc.gov/Academics/LibraryServices/default.htm
1.11	URL of Current List of Members	http://schools.nyc.gov/NR/rdonlyres/
1.12	Date of Establishment	7/1/1985
1.15	Square Mileage of System Service Area	304
1.16	Population of System Service Area	N/A
1.17	Type of System	SLS

SECTION 2 - SYSTEM GOVERNANCE

BYLAWS

2.1	URL of Current Governing Bylaws	http://schools.nyc.gov/Academics/LibraryServices/default.htm

APPOINTMENT/ELECTION OF SYSTEM BOARD/SYSTEM COUNCIL

2.2	System Board / System Council Appointment/Election - Indicate whether the System Board / System Council Members are appointed or elected (select one).	A - System Board / System Council Members are appointed Council members are appointed by their constituency group whenever possible.

2.3	Indicate by whom the System Board / System Council Members are appointed/elected.	Public librarians are appointed by their public library system, non-public school librarians by their cohort of librarians, the UFT representative by the UFT, the METRO representative by the Metropolitan Reference and Research Library Agency, the administrative representative by the Council of Supervisors and Administrators, and the New York City School Librarian's Association representative by that body. The representative school librarians are invited by the NYC School Library System, serving for the Chancellor.

ADVISORY GROUPS

2.4 Advisory Groups - Indicate the groups that advise the System Board / System Council. (check all that apply):

g.	School Library System Council	Yes
h.	Communications Coordinators	No
i.	Co-ser Advisory Committee	No
j.	Other (specify using the State note)	No

SECTION 3 - PLANNING

NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN

3.1	Provide a summary describing the processes used to assess needs in the development of the Plan of Service.	Member needs were assessed through several different methods: 1. Member plans submitted during the current Plan of Service cycle were analyzed. 3. A Library Advisory Committee has met 4 times a year since its inception in January 2005. 4. The Library Directors have assessed needs in their regular site visits to schools.
3.2	Identify the groups involved in development of the Plan of Service and each group's role.	Library Advisory Committee -- identification of needs of field and development of strategic plans for the Office Library Services. NYC School Library System -- regular analysis of the overall needs of the librarians throughout the system and reflection on programmatic solutions that can be offered by the NYC School Library System. Library Council -- the full Council has discussed, revised, and approved portions of the Plan of Service in each meeting this year.

APPROVAL OF THE PLAN

3.6	Describe the process for approval of the Plan of Service. School library systems must include the Council's role in the approval.	Member needs were assessed through several different methods: 1. Member plans submitted during the current Plan of Service cycle were analyzed. 2. A Library Advisory Committee has met 4 times a year since its inception in January 2005. 3. The Library Directors have assessed needs in their regular site visits to schools. 4. The Plan of Service has been discussed, revised, and portions approved at each Library Council meeting this year. The final plan was approved at the meeting on March 8, 2012.

EVALUATION

3.7	Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services.	The evaluative information that will be collected includes: -- Evaluation surveys/rubrics of special programs (CCD, professional development workshops, conferences) -- Statistics (number of participants, level of participation, number of libraries with automation systems) -- Member plans from member libraries -- Site visit logs of Library Directors -- Documentation of presentations to various constituencies, advisory meeting notes, analysis of listserv issues -- Annual Member Survey
3.8	OPTIONAL - Provide the URL of the related evaluation form(s).	

3.9	OPTIONAL - Provide the URL of the results of the evaluation by members.	
3.10	Describe how the information on customer satisfaction will be used to shape the system's plan in the next year or in the following planning cycle.	The same instruments will largely be used to determine the satisfaction level of member libraries: -- Evaluation surveys/rubrics of special programs (CCD, professional development workshops, conferences) -- Statistics (number of participants, level of participation, number of libraries with automation systems) (Our thinking is that the more satisfaction, the higher the participation.) -- Member plans from member libraries -- Site visit logs of Library Directors -- Documentation of reactions to presentations to various constituencies, advisory meeting notes, analysis of listserv issues

REVISION PROCESS

3.11	Describe the process for revising the system's Plan of Service for submission to the New York State Education Department/New York State Library.	Revision of the Plan of Service has been an ongoing process. The Library Council divided the Plan into sections. For each section, we assessed needs and revised as appropriate. At the last meeting of the full Council, we looked at the draft as a whole and made revisions based on the full document.

SECTION 4 - GOALS/RESULTS

4.1	The Library System's Mission Statement (Refer to the Introduction, page 1, of the Instructions for the definition of the mission statement.)	The mission of the New York City School Library System is to provoke and support the development of libraries that foster communities of inquiry and literacy, lead to high academic achievement, catalyze independent reading and learning, and enhance collaboration throughout the school.

Minimum Requirement for questions 4.3 though 4.12 and 4.14 - complete one repeating group for <u>each</u> topic of <u>every</u> element.

Element 1 - RESOURCE SHARING
Cooperative Collection Development Plan

4.2	Provide the URL of the 2011-2016 Cooperative Collection Development (CCD).	http://schools.nyc.gov/Academics/LibraryServices/KeyDocuments/default.htm

4.3 **Element 1 - RESOURCE SHARING**
Union Catalog

1.	Goal Statement	The library system provides a web-based union catalog of holdings to member libraries
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Expand existing web-based union catalog to include a common searchable interface of school and NYPL holdings.
4.	Evaluation Method(s)	Observation; statistical analysis

4.4 **Element 1 - RESOURCE SHARING**
Delivery

Improve the delivery system to augment students' point-of-need access to

1.	Goal Statement	resources.
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Increased interschool and public library/school sharing of materials by 20%
4.	Evaluation Method(s)	statistical analysis

4.5 **Element 1 - RESOURCE SHARING**
Interlibrary Loan

1.	Goal Statement	Equity of access is enhanced through interlibrary loan
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	60% increased usage of ILL (by end of 5 years)
4.	Evaluation Method(s)	Statistical analysis

4.6 **Element 1 - RESOURCE SHARING**
Other (Optional)

1.	Topic	Collaboration with Public Library Systems
2.	Goal Statement	Greater access to public library holdings by students and teachers will augment in-depth learning.
3a.	Year 1	Yes
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
4.	Intended Result(s)	Increased collaboration among public librarians, classroom teachers, and school librarians. Increased use of public library collections.
5.	Evaluation Method(s)	Anecdotal records will be analyzed. Annual survey of members
1.	Topic	Web-Based Access to Resources
2.	Goal Statement	Libraries provide Web-based access to library resources
3a.	Year 1	Yes
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
4.	Intended Result(s)	10% increased usage of NOVELny databases yearly. 10% increase in library Web pages with links to resources yearly.
5.	Evaluation Method(s)	Usage report from NOVELny vendors. Self-reported statistics on library Web pages on annual member survey.
1.	Topic	
2.	Goal Statement	
3a.	Year 1	No
3b.	Year 2	No
3c.	Year 3	No
3d.	Year 4	No

3e.	Year 5	No
4.	Intended Result(s)	
5.	Evaluation Method(s)	

4.7 **Element 2 - SPECIAL CLIENT GROUPS**

1.	Topic	
2.	Goal Statement	
3a.	Year 1	No
3b.	Year 2	No
3c.	Year 3	No
3d.	Year 4	No
3e.	Year 5	No
4.	Intended Result(s)	
5.	Evaluation Method(s)	

4.8 **Element 3 - PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION**

1.	Goal Statement	Provide professional development opportunities focused on the Common Core Learning Standards and city-wide instructional expectations.
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Increase by 20% participation of school librarians in school and district-wide implementation of City-wide Instructional Expectations and Common Core State Standards.
4.	Evaluation Method(s)	Documentation of attendance at professional development sessions. Workshop evaluations. School visits.

4.9 **Element 4 - CONSULTING AND DEVELOPMENT SERVICES**

1.	Goal Statement	Professional development opportunities are accessible to all school librarians in New York City.
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	20% increase over 5 years of school librarians' attendance at professional development. One workshop per year planned collaboratively with public librarians. 10% increase over 5 years in number of participants in professional development sessions. 25% increase over 5 years of school librarians' attendance at Common Core Implementation professional development sessions.
4.	Evaluation Method(s)	Statistics on participation in professional development. Documentation of planning process with public librarians. Annual survey of members. Online evaluation of professional development sessions.
1.	Goal Statement	School Library System Directors provide continual assistance to librarians in the field.
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
		Each Library Director conducts 30-50 school site visits and/or consultations per

3.	Intended Result(s)	year. The Office of Library Services responds to 700-1000 requests/questions from the field every month.
4.	Evaluation Method(s)	Documentation of site visits, consultations, requests for information. E-mail responses.

4.10 **Element 5 - COORDINATED SERVICES**

1.	Goal Statement	The library program is fully integrated into a school's learning and teaching.
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	10% increased representation of librarians on school-wide teams/committees.
4.	Evaluation Method(s)	Self-reported participation as reported in the Annual Evaluation. Analysis of best practice presentations delivered at system-wide and regional meetings and conferences.
1.	Goal Statement	The goal of each library across the system is to integrate literacy and inquiry across the curriculum.
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	80% of librarians will use the Information Fluency Continuum as a framework for implementing the Common Core State Standards identified in the City-wide Instructional Expectations. The Information Fluency Continuum Benchmark Assessments are connected to content-area instruction and Common Core State Standards.
4.	Evaluation Method(s)	Evidence of use (as reported in the Annual Evaluation) of the Information Fluency Continuum (IFC)/Common Core State Standards Alignment document published by NYCSLS. Documentation of use of IFC in annotated student work samples.

4.11 **Element 6 - AWARENESS AND ADVOCACY**

1.	Goal Statement	Administrators at all levels support school libraries.
2a.	Year 1	No
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	10% of network personnel will receive professional development about school libraries each year. Central, network and school administrators will receive regular communication and professional development about school libraries.
4.	Evaluation Method(s)	Documentation of presentations by library system staff to administrators on all levels. Evaluations of professional development to administrators. Increased number of library liaisons at the network level.

4.12 **Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES**

1.	Goal Statement	Multiple avenues of communication among members are utilized.
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes

2e.	Year 5	Yes
3.	Intended Result(s)	Increased usefulness and awareness of Library System's Website. 10% increase in school library Websites. 10% increase in usage of library listserv. 10% increase in usage by librarians of emerging technologies for communication (blogs, wikis).
4.	Evaluation Method(s)	Usage statistics of Library System Websites, blogs, wikis, other technologies, as reported in the Annual Evaluation. Usage statistics of library listserv.
1.	Goal Statement	Advisory committees of librarians provide guidance for the development of library system initiatives and support for member libraries.
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Library Advisory Committee meets four times a year to provide input and guidance on major School Library System initiatives and documents.
4.	Evaluation Method(s)	Review of the documentation of Library Advisory Committee meetings.

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

4.13	Provide the URL for the Member Plan	http://schools.nyc.gov/Academics/LibraryServices/default.htm

4.14 **Element 8 - COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS**

1.	Goal Statement	The School Library System maintains a close relationship with public library systems and other professional library organizations.
2a.	Year 1	No
2b.	Year 2	No
2c.	Year 3	No
2d.	Year 4	No
2e.	Year 5	No
3.	Intended Result(s)	Improved data sharing between public libraries and NYCSLS, including number of students with public library cards. 10% increase per year in NYC student participation in summer reading. Promotion of public library resources at three events each year. 10% increase in participation in professional library organizations' events.
4.	Evaluation Method(s)	Statistics from public library on use of, participation in summer reading, and applications for library cards. Documentation of professional development sessions about use of public library resources. Documentation of participation in professional library organizations' events as reported in the Annual Evaluation.
1.	Goal Statement	The School Library System fosters enhanced relationships between NYC cultural institutions and school libraries.
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	25% more librarians will be exposed to opportunities available for their students and teachers through cultural institutions.
4.	Evaluation Method(s)	Documentation of participation in professional library organizations' events as reported in the Annual Evaluation.
1.	Goal Statement	Work with other school library systems to develop a plan to roll out the NYS Common Core Learning Standards to school librarians.
2a.	Year 1	No

2b.	Year 2	No
2c.	Year 3	No
2d.	Year 4	No
2e.	Year 5	No
3.	Intended Result(s)	Increase by 10% each year the participation of school librarians in professional development sessions addressing the Common Core Learning Standards.
4.	Evaluation Method(s)	: Documentation of attendance at professional development sessions. Workshop evaluations.

4.15 **Element 9 - OTHER (Optional)** - If there are other elements in the System's Plan of Service not listed above, complete one repeating group for each element.

1.	Element	
2.	Topic	
3.	Goal Statement	
4a.	Year 1	No
4b.	Year 2	No
4c.	Year 3	No
4d.	Year 4	No
4e.	Year 5	No
5.	Intended Result(s)	
6.	Evaluation Method(s)	

ASSURANCE

5.19	The Library System's Plan of Service was developed in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and was reviewed and approved by the Library System Council on (date - mm/dd/yyyy).	03/08/2012

APPROVAL

5.20	The Library System's Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)	